



### DROP OFF/PICK UP FORM

Student's Name: \_\_\_\_\_  
Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### **THE FOLLOWING ADULTS ARE AUTHORIZED TO PICK UP MY CHILD/CHILDREN**

No one will be permitted to pick up your child if their name and contact information are not listed below. All persons must have and show their picture ID. Make sure you list all adults authorized to pick up your child, even if you reside in the same household.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

To ensure the safety of all **minor** students we have implemented the following drop off and pick up policies.

Doors to the facility will be open approximately 30 minutes before the scheduled class time.

All guardians are required to come into the facility to drop off/pick up their children.

All students should be dropped off and picked up no more than 15 minutes before their class start time, and no less than 15 minutes after their class end time.

Any student not picked up within their 15 minutes grace period will be charged \$2 per minute.

Students will not be released to someone who is not their guardian, or who is not listed on the Drop Off & Pick-up Release Form.